

*Constitution*  
*Codiac Soccer Inc.*

*Adopted 1993*  
*Revised 2008*

## SECTION 1.0

### 1.1 NAME OF ORGANIZATION

The organization shall be known by its legally incorporated name *Codiac Soccer Inc.* and any reference to the “Codiac Soccer Club” shall hereafter be considered to have been a reference to Codiac Soccer Inc. “hereinafter called CSI”.

### 1.2 OBJECTS

1.2.1 The purpose of CSI shall be:

- a) To promote and further the game of soccer (both outdoor and indoor) for amateur players of all ages as regulated by CSI’s constitution bylaws and the Board of Directors.
- b) To promote instruction in the skills and strategies of soccer under the philosophies of good sportsmanship and teamwork.
- c) To seek the cooperation of, and to cooperate with soccer regulatory bodies, levels of government, business community, and the public in general to further these objectives.

1.2.2 Without in any way invalidating anything contained in the Letters Patent of the company, no part of the income or assets of CSI shall accrue to the benefit of or be distributed to any individual or member. CSI shall have no capital stock and it shall be operated solely as a not-for-profit entity as that term is interpreted under the Income Tax Act (Canada) Section 149 (1) (I).

1.2.3. In the event of the wind up or dissolution of the CSI, or in the event that it shall cease to carry on the objects and purposes set out in this section 1, none of the business, property, and assets of CSI shall be distributed to any member or other individual. In the event of dissolution or wind up, all of the business, property, and assets of CSI shall be distributed to another not-for-profit organization having objects and purposes similar to those of CSI.

### 1.3 ORGANIZATION

CSI shall be composed of players and members as defined below and shall be managed by a Board of Directors, as hereinafter constituted.

### 1.4 PLAYERS

A player is a person who has properly registered and satisfied all the criteria established by the Board of Directors, including the payment of any prescribed fees.

### 1.5 MEMBERS

1.5.1 Membership in CSI shall be divided into three (3) categories, regular members, honorary members, and life members subject to the following criteria:

- a) Regular membership in CSI shall consist of all directors, head and assistant coaches, parents and/or guardians of registered youth players, adult players, registered referees. The term parent as used in this section included biological parents and legal guardians.
- b) Honorary members: Board of Directors may designate an individual as an honorary member subject to such terms and conditions and for such length of time as the Board of Directors may determine. An honorary member is afforded all rights of membership, including the right to attend and speak at the members meeting, but is not entitled to vote.
- c) Life member: Board of Directors may designate an individual as a life member. A life member is afforded all rights of membership, including the right to attend and speak at members meetings but is not entitled to vote.
- d) Discipline of members: A member may be fined, censored, suspended, or expelled from membership for cause, and only after full particulars of the cause have been provided to the member and a hearing is held before the entire Board of Directors, at which the member shall be afforded an opportunity to present evidence and address the Board.
- e) Termination of Membership: Membership in CSI shall be deemed to have been terminated:
  - i) if the member submits a signed letter of resignation of CSI;
  - ii) if the member is expelled by the Board of Directors of CSI; and
  - iii) if the member no longer has a player playing with any CSI team, is no longer a player him or herself, is no longer a Director, Head Coach, Assistant Coach, Referee or in any other way sever all ties with CSI.

## 1.6 BOARD OF DIRECTORS

- 1.6.1 CSI shall be governed by a Board of Directors, which shall consist of not more than 12 individuals or such number not to be less than four (4) as may be amended from time to time in accordance with CSI's bylaws.
- 1.6.2 A Director shall be 19 years of age or older and shall not be an undischarged bankrupt and shall be a regular member of CSI.
- 1.6.3 A Director shall serve for a term of three (3) years or until his or her successor is elected.
- 1.6.4 All Directors shall be nominated and elected at the Annual General Meeting.
- 1.6.5 A Director has the right to resign his or her position at any time by submitting a signed letter of resignation to CSI.

1.6.6 A vacancy on the Board of Directors caused by death, or resignation which has been accepted by the Board of Directors shall be filled by a majority vote of the Board of Directors. Successor/Director shall hold his or her office for the remainder of the term of the Director being replaced.

1.6.7 No Director shall be removed for arbitrary reasons but they may be removed if:

- a) The Director is unable to perform the duties expected of the position due, but not limited to, any of the following reasons:
  - (i) He or she becomes incapable of performing the business of CSI;
  - (ii) If he or she is absent from three (3) or more consecutive meetings of the Board without satisfactory reason;
  - (iii) He or she no longer resides in reasonable proximity to the area served by CSI
  - (iv) He or she becomes or is discovered to be an undischarged bankrupt; or
  - (v) The director has compromised the integrity of CSI due to, but not limited to one of the following reasons:
    - (i) If he or she has been found guilty of an offence under the harassment policy from time to time adopted by CSI;
    - (ii) If he or she has been found guilty of an offence involving violence under the discipline policy from time to time adopted by CSI;
    - (iii) If he or she has failed to properly account for monies or other property belonging to the club;
    - (iv) If he or she has been found guilty of a criminal offence regardless whether or not it has directly affected the club.
- b) A member of the Board of Directors may be removed from office by the Board of Directors for good and sufficient cause by a 2/3 vote of the Board of Directors present, provided notice to remove the director has been given to all directors of the club. If a director is removed by the Board of Directors, the remaining Directors may appoint a successor to the position for the remainder of the term.
- c) A member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the members of the club, provided notice to remove the director has been given to the person entitled to attend the members meeting. If a director is removed at a members meeting, the members entitled to vote, may elect a successor to fill the position of the removed director for the remainder of his or her term.

- d) The Board of Directors shall be subject to the conflict of interest policy from time to time adopted by CSI. In the event that CSI does not establish its own conflict of interest policy, the conflict of interest policy in effect and published by the Soccer New Brunswick or failing such a policy, then the policy in effect and published by the Canadian Soccer Association, shall apply.
- e) The Board of Directors shall conduct the business of CSI during the periods between the annual general meetings of CSI in accordance with the authority granted to it by the *Company's Act* of the Province of New Brunswick.
- f) The Board of Directors shall be responsible for the appointment and renewal of all appointments of all positions within CSI, except those positions which are elected by the members of CSI. This shall include both paid and unpaid volunteers and employees of CSI. The Board of Directors shall also be responsible for the discipline of all employees and volunteers in accordance with the provisions of this Constitution and the By-laws to and including the suspension and termination of any position.
- g) The Board of Directors shall meet a minimum of 9 times a year to conduct the business of CSI and may meet more frequently at the call of the President.
- h) All votes at director's meetings will be decided by a majority of the board members present. The President shall only vote in the event of a tie.
- i) The quorum of the Board of Directors required in order to validly conduct any business of CSI shall be 51% of the total number of directors from time to time serving on the Board of Directors.
- j) In the event that a meeting cannot be called or in the event that a quorum is not present at a meeting duly called, a vote may be conducted by email provided however that any vote conducted by email shall only be valid in the event that 51% or more of the board communicate their votes in favor of the matter to be decided.

## 1.7 DUTIES OF THE EXECUTIVE

1.7.1 The executive of CSI shall consist of the Present, the Vice-President, the Secretary, the Treasurer, and the Past President.

1.7.2 With the exception of the position of Past President, the executive shall be

elected at the annual general meeting of CSI. All other positions with CSI, including committee chairs and administrators shall be filled by the Board of Directors.

- 1.7.3 In the event that a vacancy occurs in any office of the executive, the Board of Directors shall fill the vacancy within one month of such vacancy occurring or as soon thereafter as is practicable. If the vacancy which is filled by the Board of Directors is for an individual elected by the members, the vacancy must be ratified, sanctioned and approved by the members at the next annual meeting following.
- 1.7.4 The following shall be the duties of the officers:
- a) The President: The President shall preside at board meetings and the annual general meeting. The President shall designate standing committees and appoint committee chairs with the power to add. The President, acting together with one of the other officers, shall sign all contractual documents and shall be a signing officer on the CSI bank account. He or she shall also have the power to call board meetings and special general meetings of the membership. The President is an *ex officio* member of all committees.
  - b) Vice President: The Vice President shall perform and exercise all of the powers of the President during the latter's absence or incapacity. The Vice President will serve as the chair of the audit committee. The Vice President shall also be an authorized signing officer of the corporation and shall have signing authority on the corporation's bank account.
  - c) The Secretary: The Secretary shall keep a record of all proceedings of CSI, including Board, annual general meetings and other meetings of members and shall maintain copies of all committee reports. In addition, the secretary shall maintain a register at special general meetings of the members, the purpose of which shall be to determine the eligibility of each member in attendance to vote.
  - d) Treasurer: The Treasurer shall be responsible for keeping the bank accounts and all of the other accounting records of the corporation in accordance with commonly accepted business practices and shall also be responsible for the disbursements of funds as authorized by the Board of Directors. The treasurer shall be a signing officer and shall have signing authority on the corporation's bank account. The treasurer shall provide up-to-date financial information to the Board of Directors and shall be responsible for the preparation of a financial statement to be available at CSI's annual general meeting.
  - e) Past President. The Past President is an honorary member of the executive and shall be entitled to attend at and vote at any meeting of the executive. In all other respects, the past president shall have all the rights, privileges and obligations of any other director of CSI.

## 1.8 TERMS OF OFFICE OF EXECUTIVE MEMBERS

- 1.8.1 President: Two (2) years
- 1.8.2 Past President: Two (2) years or until a new President is elected. A Past President may resign from the Board of Directors leaving the position of Past President vacant and the Board of Directors shall be under no obligation to fill the position of Past President until a new President is elected and his predecessor becomes Past President.

The remaining executive shall hold their positions for a term of three (3) years.

## 1.9 ANNUAL GENERAL MEETING (AGM)

- 1.9.1 CSI shall hold an AGM once every year, prior to the end of the then current calendar year.
- 1.9.2 All members shall receive 14 days notice of time, date and location of the AGM in the manner prescribed by the *Company's Act* of New Brunswick.
- 1.9.3 The agenda for the AGM shall be as follows:
- a) Roll call;
  - b) Minutes of the last Annual Meeting and any special General Meeting which may have been held since the last Annual Meeting;
  - c) Unfinished business arising from the minutes;
  - d) President's report;
  - e) Treasurer's report
  - f) Executive Administrator's report;
  - g) The appointment of the Auditor for the following year;
  - h) Amendments to the Constitution and By-laws;
  - i) Election of Directors and Appointment of Officers;
  - j) New business; and
  - k) Adjournment

The outgoing President of the CSI shall conduct all elections, except for the election of the position of President. A neutral chairperson shall conduct the election of the President, with the assistance of any such scrutineers as may be required by the members present at the Annual General Meeting. Anyone not running for an executive position shall be considered as neutral for purposes of conducting the election of the President.

- 1.9.4 Quorum at an Annual Meeting shall consist of 10 voting members or 25% of the voting membership, whichever is less. Any questions to be decided shall be decided by a majority of the votes of the members present unless otherwise required by the By-laws.

## 1.10 SPECIAL GENERAL MEETING

- 1.10.1 The Board of Directors of CSI may call a special General Meeting of the voting members on a simple majority vote of the Board of Directors.
- 1.10.2 Upon a written request, signed by seven (7) or more members, the Board of Directors shall call a Special General Meeting of the members.
- 1.10.3 Any request for a Special General Meeting signed by the requisite number of members shall state the nature of the business to be discussed at the Special General Meeting.
- 1.10.4 A Special General Meeting requested by the requisite number of members shall be held within 21 days of receipt by the secretary of the request.
- 1.10.5 Notice of a Special General Meeting of the member shall be given at least 14 days prior to the meeting, stating the time, date and location in the manner prescribed by the *Company's Act* of New Brunswick.
- 1.10.6 No business other than that for which the meeting is called shall be discussed or transacted.
- 1.10.7 The quorum and the determination of any vote shall be done in accordance with the rules set out above for Annual Meetings.

## 1.11 DUTIES OF THE EXECUTIVE ADMINISTRATOR

- 1.11.1 The Executive Administrator of CSI shall be a paid position and the Executive Administrator shall not be a member of the Board of Directors of CSI but shall be required to attend and report at all meetings of the Board of Directors and of the members.
- 1.11.2 The Executive Administrator shall perform such duties as may be assigned to him or her from time to time by the Board of Directors and without limiting the generality of the foregoing the following:
  - (a) Office Administration
  - (b) Player registration
  - (c) Staff and volunteer supervision
  - (d) Summer Soccer Camps
  - (e) Board of Directors Support
  - (f) Scheduling as required
  - (g) Field Administration
  - (h) House League Administration
  - (i) House League Coach Selection
  - (j) Team Rosters
- 1.11.3 The Executive Administrator shall maintain accurate and up-to-date player records, team registration records in accordance with the corporation's by-laws and the rules governing player registration established by the New Brunswick Soccer Association and the Canadian Soccer Association. The Executive Administrator shall be responsible for the composition of all teams and no transfer of a player from one team to another shall be



considered valid unless approved and recorded by the Executive Administrator.

- 1.11.4 The Board of Directors shall set the rate of the remuneration of the Executive Administrator.
- 1.11.5 The Executive Administrator shall be appointed by the Board of Directors for a term of one year renewable automatically subject to an annual review to be conducted by the President and one other member of the Board of Directors in the month of October. The Executive Administrator shall be interviewed at his annual review and he shall be required to sign a copy of an written evaluation or notes made following the interview.

## 1.12 AUDIT

- 1.12.1 The Board of Directors of CSI shall constitute an audit committee to be chaired by the Vice President and to be composed of not less than three (3) members of the Board of Directors. The audit committee shall be appointed by the Board of Directors annually and at least one member of the previous year's committee shall be reappointed. The audit committee may, at any time upon reasonable notice, request the books and records from the treasurer and perform such investigations and inquiries as the committee may deem necessary to verify the financial records of the corporation.
- 1.12.2 In addition to any audit done by the audit committee, financial accounts of CSI shall be reviewed annually by an accredited accountant and his report shall be received at the Annual General Meeting of the members of CSI.
- 1.12.3 The Accountant referred to in paragraph 1.12.2 shall be appointed annually by the members at the annual general meeting.

## 1.13 CHANGES TO THE CONSTITUTION AND BY-LAWS

- 1.13.1 Changes to the Constitution and the By-laws may only be made at an Annual General Meeting or at a Special General Meeting called for that specific purpose.
- 1.13.2 Proposed changes to the Constitution and the By-laws must be delivered to the secretary of CSI, in writing, at least 14 days prior to any Annual General Meeting or Special General Meeting where the changes are to be considered.
- 1.13.3 The Board of Directors may propose further changes up to seven (7) days prior to the Annual General Meeting or Special General Meeting where the changes are to be considered.
- 1.13.4 All proposed changes to the Constitution and the By-laws will be made available for inspection, either at the offices of CSI or on its website not later than seven (7) days before the Annual General Meeting or Special General Meeting, at which the changes are to be considered.

- 1.13.5 Proposed changes to the Constitution and the By-laws shall not be further amended on the floor of the Annual General Meeting or the Special General Meeting, at which the changes are to be considered.

#### 1.14 GENERAL

- 1.14.1 Where a conflict exists between the Constitution and the Letters Patent of CSI, the Letters Patent shall prevail.
- 1.14.2 Where a conflict exists between the Constitution and the By-laws of the corporation, the Constitution shall prevail.
- 1.14.3 Should a conflict exist between this Constitution and any previous versions of the Constitution of CSI, the provisions of this Constitution shall prevail.
- 1.14.4 Any matter not covered by this Constitution shall be governed by the rules prescribed by the Soccer New Brunswick and the rules prescribed by the Canadian Soccer Association having general application.

*The By-Laws*  
*Codiac Soccer Inc.*

*Adopted 1993*  
*Revised 2008*

## **2.0 GENERAL RULES**

### **2.1 GENERAL APPLICATION**

2.1.1 These by-laws shall apply to all players and members of CSI.

### **2.2 TEAMS**

2.1.1 Each team shall only be comprised of players who are properly registered, who have paid the prescribed fees and otherwise meet the eligibility requirements.

2.1.2 The age division of each team shall conform to the age divisions established from time to time by the Soccer New Brunswick, unless a change is deemed necessary by the Board of Directors of CSI in order to provide a more favorable playing environment for the players and members.

### **2.3 APPLICATION OF RULES**

2.3.1 CSI teams and players participating in Inter-club play (defined as games involving teams from other soccer clubs) shall be governed by the rules of each league or competition in which they participate.

2.3.2 CSI teams participating in the CSI House League competition will be governed by the CSI house league rules as may be from time to time established by the Board of Directors.

2.3.3 Competitive Teams (as that term is herein later defined) participating in the New Brunswick Soccer League or Inter-club tournaments or competitions will be governed by the rules of the League, tournament or competition in which they are participating.

### **2.4 NUMBER OF PLAYERS PER TEAM**

2.4.1 The number of players to be assigned to any team shall be determined annually by the Board of Directors and this number shall not be increased unless permission has been granted by the Board of Directors.

### **2.5 TEAM OFFICIALS**

2.5.1 All CSI coaches, including both House League and Competitive shall be approved by CSI Board of Directors on the recommendation of the Executive Administrator in the case of House League and subject to the requirements hereinafter stated in respect of the competitive team coaches.

2.5.2 All coaches and team officials shall be required to provide to the Board of Directors a security clearance through the local policing authority when they take on the responsibilities and every third year thereafter.

### **2.6 REGISTRATION**

#### 2.6.1 Pre-Registration

All players registered in the previous year with CSI shall be mailed a pre-registration kit consisting of a registration form and such other materials as may be determined by the Board of Directors.

2.6.2 Open Registration shall be held in the month of April each year and notice shall be published at least once in the local newspaper.

2.6.3 General Registration. Registration forms shall be made available at public locations in the Great Moncton area, at the CSI office and shall be posted on the Website.

2.6.4 All players shall be allocated to teams on a first come, first serve basis until all spots are filled. Because of the availability of equipment and fields, CSI may be required to limit registrations in any or all age categories.

### 2.7 LATE REGISTRATION

2.7.1 Late registration may be accepted at the discretion of the Board of Directors or its delegate after May 15<sup>th</sup> subject to positions being available in the applicable age category and subject to a late registration fee to be fixed by the Board of Directors.

### 2.8 DOCUMENTS REQUIRED ON REGISTRATION

- 2.8.1 a) Proof of date of birth must be produced:
- i) when the player first registers with CSI;
  - ii) when registering after a lapse of membership;
  - iii) at the request of CSI
- b) Proof of medical coverage

### 2.9 HARASSMENT

2.9.1 CSI adopts the harassment policy in place from time to time and prescribed by Soccer New Brunswick. In the event that Soccer New Brunswick does not adopt an harassment policy, CSI adopts the harassment policy in place from time to time and prescribed by the Canadian Soccer Association.

### 2.10 DISCIPLINE

2.10.1 There shall be a Discipline Committee of CSI which shall consist of three (3) members of the Board of Directors to be selected annually by the Board of Directors at its board meeting immediately prior to the commencement of the season.

2.10.2 All disciplinary hearings shall be conducted in accordance with the Soccer New Brunswick rules for discipline.

- 2.10.3 Dates, times, and locations of disciplinary hearings shall be determined by the chair of the Discipline Committee.
- 2.10.4 The Discipline Committee shall sit on an as required basis and shall respond to all complaints directed to it in writing.
- 2.10.5 Any player, coach, team official or member who acts in a manner detrimental to CSI or in violation of the Constitution, the by-laws and any rules which may be from time to time adopted by CSI shall be subject to disciplinary action.
- 2.10.6 Any players or team official ejected from a game or receiving their third caution (yellow card) during a single playing season must attend a disciplinary hearing at the call of the Discipline Committee of CSI.
- 2.10.7 Any person failing to attend a disciplinary hearing following notification shall be suspended until he or she requests, in writing, another hearing and appears at that subsequent hearing.
- 2.10.8 All requests for postponements of hearings must be submitted, in writing, and delivered to the chair of the Discipline Committee not later than four (4) days prior to the date scheduled for the hearing. The request must state the reason for the requested adjournment.
- 2.10.9
  - a) All suspensions shall take effect from the date determined by the Discipline Committee and shall not be backdated.
  - b) Persons suspended shall not participate in any indoor or outdoor soccer activity sponsored by CSI until their sanction has been served. This shall include, but is not limited to League play, Tournaments, Exhibition, All-Start competitions and practices.
  - c) Failure to abide by rule 2.10.9 (b) shall attract further sanctions.
  - d) Any coach or team official who with prior knowledge allows a suspended member or player to participate in any soccer activity shall be subject to the disciplinary process.
- 2.10.10 Notification of suspension or sanction from the Disciplinary Committee shall be in writing and shall be provided to (a) the suspended individual and/or parent or guardian, (b) the coach and team officials, (c) the referee coordinator, (d) a league or tournament official and (e) posted on the CSI website.

## 2.11 INDOOR SOCCER

- 2.11.1 Teams participating in the name of CSI in any indoor league or indoor soccer program shall receive prior approval from the Board of Directors unless a program is organized by CSI.

## 2.12 SENIOR TEAMS

- 2.12.1 CSI shall admit as members senior adult players and shall permit and encourage the affiliation of senior teams with CSI.
- 2.12.2 These senior teams affiliated with CSI shall be entitled to elect one member of the Board of Directors of CSI.

2.12.3 Each senior team or the senior teams as a division of CSI, if so organized, shall submit an annual budget to CSI by June 1<sup>st</sup> of each year.

2.12.4 All senior teams shall be subject to the rules set out in these by-laws and the Constitution.

## 2.13 COMPETITIVE PROGRAM

### 2.13.1 General

- (a) CSI supports the development of competitive soccer within the organization and recognizes the need to promote athletes who show superior skill and promise. CSI encourages the participation of players at the regional, provincial, national and international levels.
- (b) Competitive teams participating in competitive leagues, inter-club tournaments, provincial, national and international competition shall be governed by the rules of the league or competition in which they are participating.
- (c) All coaches of the competitive team shall have a minimum of a N.C.C. P. Level 3 license or a combination of certification and equivalent experience, or the minimum required by any league or competition in which they are competing.
- (d) All competitive coaches shall submit an application to the Board of Directors of CSI, annually, and shall provide a satisfactory security clearance from a local policing authority when first accepted as a coach and in three year intervals thereafter.
- (e) The competitive program shall be under the supervision and control of the Board of Directors of CSI. The Board may delegate its authority to a competitive committee or an individual to oversee the day-to-day operations of the program subject to the provisions of these by-laws.
- (f) The competitive program finances shall be under the control of the treasurer of CSI provided however, that the competitive committee or individual shall have authority to approve day-to-day expenditures within an annual budget to be submitted by CSI not later than the end of February of each year. Any unbudgeted expenditure shall be approved by the Board of Directors.
- (g) Any competitive team that conducts fund raising at a team level shall provide a complete accounting to the Board of Directors of CSI within 30 days of the last fund raising event.
- (h) The final approval of the selection of any competitive coach shall rest with the Board of Directors of CSI.

### 2.13.2 Player Conduct

(a) All players, coaches, team officials and parent volunteers associated with the competitive program are ambassadors of CSI and agree to conform to the following minimum criteria:

- (i). The team shall conduct itself in a manner so as to enhance the reputation of CSI.
- (ii) The team shall have and maintain a satisfactory discipline record as determined by the Board of Directors of CSI.
- (iii) The team shall consistently meet its financial and reporting obligations to CSI in a timely manner.
- (iv) While away, the team shall behave as a guest should and shall not have attempted to embarrass or otherwise demean its host or act in any way which would serve to bring CSI into disrepute.
- (v) As a host team, the team shall have carried out its duties in exemplary manner.
- (vi) The team shall honor all of its commitments as they relate to scheduling and shall not have forfeited or defaulted on any of its obligations to any league or tournaments in which it may be entered.
- (vii) The team shall have consistently supported game and league officials, addressed any complaints in a timely manner, and ensured that appropriate corrective actions has been taken in respect to those complaints.

### 2.13.3 **Teams and Player Selection**

(a)The competitive program shall advise CSI not later than the end of February in each year of the number of teams that they intend on fielding and the division or league in which each team shall participate.

(b)The competitive program shall make all player selection by May 1<sup>st</sup> in each and every year and shall submit a complete roster including all information required to be submitted with the registrations to be forwarded to Soccer New Brunswick by CSI by May 15<sup>th</sup> of each year.

## 2.14 HOUSE LEAGUE RULES

2.14.1 Rules in this section apply to all players and members playing within CSI's house league program and to all players and members playing through CSI in any regional league, subject however to the rules of any particular league which shall prevail.



## 2.15 PLAYERS

- 2.15.1 **Playing Time:** It is the responsibility of the coaches to ensure that house league players all receive equal playing time in accordance with the terms of the CSI Coach's manual.
- 2.15.2 **Removal from Teams:** Each coach wishing to have a player removed from a team must make a request, in writing, to the Discipline Committee Chair to arrange for a hearing before the Discipline Committee. The hearing should be attended by the player, at least one of the player's parents or guardians, the coach and a quorum of the Discipline Committee. The decision of the Committee shall be final and binding.
- 2.15.3 **Shortage of Players at Game Time:** Each game shall start within 15 minutes of scheduled starting time, provided that both teams have, in the case of 7 vs 7 play, a minimum of 5 players, and in the case of 11 vs 11 play, a minimum of 7 players. If either team has fewer than the requisite number of players more than 15 minutes after the scheduled starting time, the team with fewer than the requisite number of players shall forfeit the game.

## 2.16 GAME OFFICIALS

- 2.16.1 **Referees:** Referees shall be assigned to each game by the appropriate individual designated by CSI for the league to assign referees. If a referee, who is assigned to a game, does not attend, then the coaches or assistant coaches may choose to proceed with the game, sharing the refereeing duties. If the coaches cannot decide on how the game is to be refereed or an individual has not volunteered to referee the game, the game shall be recorded as a tie for standing purposes.
- 2.16.2 CSI does not provide linesmen for any of its house league play. Linesmen may be assigned in respect to other leagues in which CSI teams play in accordance with the rules of each league governing officials.
- 2.16.3 All games shall be played and governed by the laws published by the Federation Internationale de Football Association (FIFA) except as specifically verified by these by-laws.

## 2.17 PLAYER EQUIPMENT

- 2.17.1 All players shall be required to wear soccer shin guards but soccer footwear is only recommended but not required.
- 2.17.2 Watches, jewelry, medical devices and other similar items worn or carried by a player are strictly prohibited. The final decision on whether an object worn or carried by a player is appropriate rests with the referee.

## 2.18 DURATION OF THE GAME

2.18.1 The length of the game shall be determined by CSI and shall be published in the Coach's manual and on the CSI website. The half-time interval in all games shall be five (5) minutes.

## 2.19 PLAYOFFS

2.19.1 Subject to any league or tournament rules to the contrary, if a playoff or cup game is tied at the end of regulation time, the winner shall be determined as follows: Each team will take five (5) kicks from the penalty spot alternately, using five (5) different players on the field at the end of regulation time. The team with the most goals shall be declared the winner. If the game is still tied after the first five (5) shooters, the team shall continue to take alternate penalty kicks from the penalty spot until one team scores and the other misses, using different players until all 11 players on the field at the end of regulation time have been used. The same 11 players but not necessarily in the same sequence shall continue to take penalty kicks until a winner is decided.

## 2.20 SUBSTITUTIONS

2.20.1 No substitution shall enter the field before receiving the consent of the referee.

2.20.2 Timing of Substitutions subject to the discretion of the game official

- a) For all teams up to and including under 8: any time the ball is out of play.
- b) For all other divisions: only on a goal kick or on a team's own throw-in, when a goal is scored, and at the beginning of the second half.
- c) A player may be substituted for an injured player at the discretion of the referee at any time.
- d) Immediately after receipt of a caution (yellow card) the offending player may be substituted at the discretion of the coach.

## 2.21 RESPONSIBILITIES OF THE HOME TEAM COACH

2.21.1 Where game sheets are required by any league, the home team coach is responsible for providing the game sheet which shall be completed by both coaches and presented to the referee prior to the commencement of the game.

2.21.2 Games results shall be provided to CSI or the league statistician in accordance with the rules established by the league in which the team is playing.

## 2.22 RESCHEDULING OF GAMES

2.22.1 Subject to any league rules to the contrary, games will not be rescheduled, with the exception of play off games.

## 2.23 POSTONED GAMES

2.23.1 Games may be postponed only when:

- a) Ordered by the referee;
- b) In the absence of a referee, both coaches agree that the weather or field conditions are unsafe;
- c) Field authorities;
- d) Lightening is present or imminent

## 2.24 ABANDONED GAMES

2.16.1 Due to the action of any player or team official:

- a) If a game is abandoned due to the action of any player or team official, the referee shall note on the game sheet the reason for the abandonment and shall notify the Disciplinary Committee, in writing.
- b) If the referee does not submit a report on the abandonment, the Disciplinary Committee may request a written report from each coach.
- c) The Disciplinary Committee may hold a hearing into the incident and may adjust the allocation of game points, and may take disciplinary action.

## 2.27 FORFEITED GAMES

2.27.1 A game will be forfeited for any of the following reasons:

- a) Failure of a team to appear for a game;
- b) If a team delays the start of a game by more than 15 minutes;
- c) If a team has fewer than the requisite number of players
- d) If a team plays ineligible players

## 2.28 ALLOCATING OF POINTS

- a) Forfeited games will be scored 1-0 in favor of the non-defaulting team.
- b) If both teams are equally at fault, no points or goals will be awarded and the game shall not be replayed.

## 2.29 GAMES POINTS

2.29.1 Points will be awarded as follows:

Wins	-	two (2) points
Ties	-	one (1) point
Losses	-	zero (0) points

## 2.30 FINAL LEAGUE STANDINGS

2.30.1 If at the end of the regular schedule, two or more teams are tied in points for any place in the league standings, the team with the most wins shall receive the higher placement. If both teams have an equal number of wins, the team with the best head-to-head result against the team with which it is tied shall receive the highest placement. If the teams are still tied the team with the best goals for and against ratio in games played between the teams tied shall receive the highest placement. If head-to-head results of goals for and against are even, then the team with the best goals for and against ratio shall receive the highest placement. If the teams are still tied then placement shall be determined by a coin toss.

## 2.31 PROTESTS

2.31.1 A protest and a fee of \$25.00 (twenty-five dollars) must be hand delivered to the chair of the Discipline Committee within 48 hours of the date of the game to be protested. In calculating the 48 hours, Saturdays and Sundays shall be excluded.

2.31.2 A copy of the protest must be sent by registered mail to the coach of the opposing team within 48 hours of the game to be protested.

2.31.3 The Discipline Committee will conduct all hearings relating to protests.

2.31.4 If the protest is upheld, the fee will be refunded.

2.31.5 If the protest is disallowed, the fee will be retained by CSI.

2.31.6 Subject to any league or tournament rules to the contrary, no protest will be considered for finals.

## 2.32 APPEALS

2.32.1 Appeals of decisions made by CSI must be submitted to the Soccer New Brunswick in accordance with the Rules and Regulations of that Association.